

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

December 10 - [City Council Meeting Agendas](#)

Looking Ahead

Wednesday, December 11:
Board of Zoning Appeals,
Environmental Sustainability
Task Force meetings

Tuesday, December 17:
Economic Development
Authority, Planning Commission
meetings

Thursday, December 19:
Tourism Board, Board of
Architectural Review meetings

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- [Citibot](#)
- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [Rouss Review](#) podcast



Get your (free!) time tickets for horse-drawn carriage rides during Old Town's Holly Jolly event from 1-4 pm on December 14th. For the schedule of events and more information, click [here](#).

City Manager's Takeaways

Participated in US Department of Education Deputy Secretary for Elementary and Secondary Education visit to Winchester Public Schools to review the Education Innovation and Research program being implemented with federal DOE grant funds.

Worked with staff to prepare additional options for Council's consideration during the December 10 meeting for the possible implementation of a Paid Time Off (PTO) leave model.

Welcomed Frank Hopkins as the City's new Zoning Administrator.

Public Safety

Winchester Police

- Attended Temporary Detention Order forum.
- Completed webinar training on trauma and PTSD.
- Conducted crime scene training and attended Police One online training.
- Continued collecting toys and food for the Timbrook Food and Toy Drive (deadline 12/12/19).
- Issued *The Dispatch* internal newsletter.
- Reviewed 10 body worn camera incidents.
- Reviewed recruitment process for improvement.
- Secured and patrolled Old Town Holiday Parade.
- Assisted with new officer training.
- Conducted in-house driver training.
- Collected \$9,774 from 545 paid parking tickets.
- Crime stats:
 - Crimes against persons (felony) - 3
 - Crimes against persons (misdemeanor) - 8
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes: 20

Winchester Fire and Rescue

- Continued Data Transfer for ongoing Winchester Fire and Rescue Study/Evaluation by ESCI.
- Held Regional Hazmat Team Tank Car Responses training.
- Assisted Police Department with entrance testing applicant vitals.
- Conducted an interview for the Logistics Specialist position.
- Attended the Risk and Safety Committee meeting.
- Met with the Police Department regarding K9 officer care.
- One member of the department completed/passed his advancement test to be promoted to Firefighter/EMT II.
- Met with Emergency Communications about completing dispatcher training for fire responses.
- Sent out an online Advanced Cardiac Life Support recertification course - skills tests will be held in January where medic shift partners will facilitate improved cardiac arrest patient care.
- Attended bi-monthly Community Response Team meeting at Timbrook Public Safety Center.

Police Activity	#
Calls for Service	880
Crash Reports	19
DUI/DWI	4
Alarms/False Alarms	26/26
Directed Patrols	50
Directed Patrols (OTW)	8
Extra Patrols	199
Extra Patrols (OTW)	4
Traffic Citations	42
Traffic Warnings	49
BWC requests	-
Special Events Permits Received/ Approved	1/0 73 rec'd YTD

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	79
Hazardous Cond.	6
Service Call	9
Mutual Aid Given	0
Good Intent	7
False Alarms	6
Special Incident	1
Plan Review	5
Inspections	2

- Continuing to work on background investigations to fill vacant firefighter positions - currently seven candidates.
- Met with Howard Shockey to discuss fire department access concerns for new Shenandoah University student housing in the Aspirational Village.
- Met with Howard Shockey to discuss fire protection system inspection time-frame for Winchester Medical Center's Medical Office Building I.
- Updated blasting operations on department website for blasting permit at City Yards.

Emergency Management

- Held conference call with Everbridge alerting system to review expanded capabilities.
- Met with the Traffic Division to discuss City traffic camera capabilities.
- Met with Shenandoah University Safety and Security Team for community collaboration.
- Met with new Apple Blossom Festival Executive Director to discuss Emergency Management.
- Developed the Apple Blossom Festival emergency management planning and coordination meeting format and schedule.
- Attended the monthly Risk and Safety committee meeting.
- Completed the tabletop exercise After Action report for Westminster Canterbury.
- Prepared First Night Winchester incident action plan and meeting.

Development Services

Arts and Vitality & Old Town

- Staffed Welcome Center on Small Business Saturday.
- Sent approval for 1 Taylor Pavilion special event.
- Released Arts Grant application on OTW website.
- Held monthly Old Town Advancement Commission (OTAC) meeting.
- Assisted 18 tourists and 6 locals in the Welcome Center.
- Hosted the First Friday Artist Reception.
- Met to discuss plans and worked on logistics for the upcoming Holly Jolly event on December 14.
- Met with community partners to outline and propose crosswalk mural project for 2020 and discuss strategies for comprehensive public art plan.
- Photographed and promoted Old Town Winchester holiday window contest.
- Held monthly Events Task Force Meeting with OTAC members.

Economic and Workforce Development

- Along with Members of Council, City Manager and Planning Director, attended the Port of Virginia annual reception event in downtown Winchester.
- Held mid-month Economic Development Authority officers update meetings.
- Participated in Workforce Initiative Focus Group activity with regional partners.
- Conducted two Business Retention and Expansion meetings with Winchester businesses.
- Continued working with development partners on the Kent/Piccadilly and Towers redevelopment sites.
- Attended monthly Planning Commission Work Session.

Planning

- Worked with architect for O'Reilly Auto Parts building following the November 26 City Council work session where the Conditional Use Permit (CUP) request was reviewed and modifications were requested. New plans include pitched roof elements on side elevations.
- Continued work on the Comprehensive Plan update including Chapter 7 (Housing).
- Staffed the December 3 Planning Commission work session and reviewed agenda for the December 17 regular meeting. Three CUPs are scheduled for public hearing in December:
 - Request for private club use in the B-2 districts to allow indoor batting cages
 - Request for a Short-term Rental Establishment in a rented home on Virginia Avenue
 - Request for a placement of a dumpster in the front yard of an apartment development
- Staffed the December 5 Board of Architectural Review meeting. Four cases were on the agenda.
- Chaired the December 3 Metropolitan Planning Organization (MPO) TAC meeting and attended the MPO meeting focused on the Pleasant Valley Rd corridor study.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Attended a meeting with Mike Stoupa from Discover Prince William County to discuss strategies for the upcoming American Bus Association (ABA) Marketplace conference in January. Mike used to be a Mentor for the ABA association so it was in this capacity that we met with him.
- Held a meeting with Nancy Craun of Taste Blue Ridge and the Virginia Kids Trail to discuss their upcoming events and grant applications.
- Held the monthly Tourism Board marketing committee, Shenandoah Valley Tourism Partnership and OTAC Tourism Taskforce meetings.
- Took part in a phone call with Virginia Tourism to discuss strategies for the upcoming ABA Marketplace conference.
- Finalized a co-op marketing effort to help promote the Winchester Wedding Weekend event.
- Received review notes for upcoming Virginia Tourism Marketing Leverage Grant and began updating/improving the application which is due December 17.

Zoning and Inspections

- Completed:
 - 53 building permit inspections and issued 22 building permits (\$437,215.00)
 - 141 code enforcement inspections and initiated 45 new cases
 - 4 new business reviews (3 Zoning Use Permits-general business, 1 Zoning Use Permit-home business)
- Removed 43 signs from the public right-of-way (YTD=379)
- Significant projects this week:
 - 501 N. Cameron Street - renovation and 2nd story addition (\$200,000.00)
 - 432 N. Loudoun Street - renovation and addition (\$135,000.00)

Permit #	Type	Address	Description	Value
19 00004267	NGAS	424 CASTLEMAN DR	REPLACE RANGE	\$1,000
19 00004268	NR	519 GRAY AVE	REROOF	\$16,000
19 00002961	FALL	608 MILLWOOD AVE	REVISED PLAN REVIEW	\$0
19 00004273	PLBG	732 TREYS DR	REPLACE SEWER SERVICE	\$1,000
17 00001055	PLBG	321W LEICESTER ST	NEW FIXTURES	\$9,000
17 00001055	MECH	321W LEICESTER ST	NEW HEAT PUMPS	\$12,000
18 00001667	BLDG	152 LINDEN DR	2 POLE BASE INSTALLATION	\$2,500
19 00004269	PLBG	237 OPEQUON AVE	EXPANSION TANK	\$200
19 00004151	DECK	1430 GREYSTONE TERR	NEW DECK	\$10,000
19 00004242	TTS	2249 VALOR DR	WATTS SHELTER DEC 14-21, 15-22	\$0
19 00004047	RREM	501 N CAMERON ST	RENOVATION & SECOND STORY ADDI	\$200,000
19 00004271	MECH	113 MORNINGSIDE DR	REPLACE PELLET STOVE	\$2,500
19 00004279	TTS	1944 VALLEY AVE	TENT FOR DEC 11-13, 2019	\$10,000
19 00003836	RREM	432 N LOUDOUN ST	RENOVATION & ADDITION	\$135,000
19 00004264	DECK	10 E GERMAIN ST	DECK REPLACEMENT	\$5,500
19 00004045	BLDG	216 W CLIFFORD ST	STRUCTURAL REPAIRS IN BASEMENT	\$15,000
19 00004276	TTS	3136 PAPERMILL RD	TENT FOR DEC 5-8, 2019	\$0
19 00004147	TTS	610 BATTLE PARK DR	40X80 POLE TENT	\$10,000
19 00004287	NGAS	642 TREYS DR	REPLACE FURNACE	\$100
19 00004043	NGAS	1117 BERRYVILLE AVE	ROOF TOP UNIT	\$750
19 00003805	PLBG	1317 S PLEASANT VALLEY RD	EXPANSION TANK	\$165

Permit #	Type	Address	Description	Value
19 00004281	BLDG	1508 VALLEY AVE	REPLACE HANDICAP RAMP	\$6,500
Total: 22				\$437,215

Public Services

- Held progress meetings with the contractors for four construction projects: 1) Water tank replacement on Strothers Lane; 2.) Generator replacement at the raw water pump station; 3) N. Cameron drainage improvements; and 4) Creamery Building renovations.
- Opened bids for the Wentworth Drive sidewalk improvements project.
- Conducted the final walkthrough for the construction of the new Parks maintenance building.
- Held a pre-construction meeting with the contractor for the central downtown infrastructure improvements project. Additional details will be provided soon regarding the schedule for this project.
- Attended the regular monthly meeting of the Frederick-Winchester Service Authority.
- Attended the regular meeting of the Technical Advisory Committee for the Win-Fred MPO. Also reviewed progress on the study being completed by VDOT's consultant for Pleasant Valley Road that will make recommendations to improve safety and traffic flow.
- Attended the Landfill Oversight Committee meeting. There will be no proposed tipping fee increases at the landfill in Fiscal Year 2021. Also learned that the recycling study being completed by the landfill's consultant is nearing completion.
- Assisted with the Old Town holiday parade on Monday evening.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	188	6,540
Water service lines replaced (number)	0	368
Water meters replaced (number)	109	2,843
Sanitary sewer mains replaced/lined (linear feet)	0	5,900
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	1	41
Sidewalks replaced (linear feet)	759	34,003
Sidewalks repaired (linear feet)	5,181	123,835

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	12.93	Lane miles
	Potholes repaired	0	192	#
	Mowing	0	373.25	Acres
	Miles of streets swept	49.40	2,497.33	Miles
	Tons of leaves hauled	47.50	274.06	Tons
Trees	Dead/diseased trees removed	0	238	#
	Trees trimmed	0	575	#
	Stumps removed	8	238	#
Traffic	Street signs Installed/replaced	8	391	#
	Pavement markings repainted (City)	0	11,210	Linear feet
	Pavement markings repainted (contractor)	0	626,730	Linear feet
Refuse & Recycling	Refuse collected	97.28	6,045.74	Tons
	Recycling collected	27.35	2,271.88	Tons
	Large item pickups	6	199	#
Transit	Total passengers	1,678	127,089	#
	Revenue miles pick up/drop off	2,382	180,343	Miles
	Revenue hours pick up/drop off	224.03	16,618.73	Hours
Utility billing	Payments processed	774	66,916	#
	New bills mailed out	0	68,302	#
	Water services turned off (non-payment)	0	499	#
Water treatment plant	Average daily water demand	5.45	6.19	Million gallons/
	Peak daily water demand	5.80	7.74	day
Wastewater treatment plant	Average daily flow treated	5.53	8.02	Million gallons/
	Peak daily flow treated	5.87	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	1	23	#
	Water meters read	1,209	70,938	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	130	128,548	Linear feet
	After-hours call outs	7	333	#
Engineering	Site plans reviewed	4	128	#
	Floodplain permits issued	2	109	#
	Utility as-builts reviewed	0	10	#
	Right-of-way permits issued	4	223	#
	Land disturbance permits issued	0	13	#
	Stormwater facility inspections	4	197	#
	Erosion and sediment control inspections	28	1,916	#
	Erosion and sediment notices to comply	0	21	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	20	991	#
	Special events assistance	0	45	#
	Maintenance of pedestrian mall	17	1,569	Staff hours
Equipment maintenance	Total repairs completed	21	3,384	#
Winchester Parking Authority	Work requests completed	4	369	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	5	247	#
	Monthly rental cancellations	3	151	#
	Total monthly leases in all autoparks	+2	1,142	#
	Available monthly spaces in all autoparks	-2	270	#
	Hourly parkers (all four garages)	2,751	137,464	#
	Park-Mobile transactions	855	34,100	#
	Meter violations	213	9,350	#

Social Services

- Received 102 Benefit Program applications: 6 SNAP, 44 Medicaid, 2 TANF, 0 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 2 Home Energy Assistance Program
- Provided case management to:
 - 3,734 Medicaid cases
 - 1,509 SNAP cases
 - 63 TANF cases
 - 20 Auxiliary Grant cases
 - 24 individuals receive VIEW services
 - 53 families/93 children receive Child Care Subsidy Assistance.
- Provided case management to 3 Interstate Compact on the Placement of Children (ICPC) case.
- Completed walk-through of renovations to Social Services waiting room and identified final items to address. Upon completion, the renovations will increase office and client meeting space, while maintaining efficient walk-in and lobby workflow.
- Collaborated with I&IS to allow DSS staff to securely access documents on the City's server while out of the office. This would provide the tools to Family Services staff and supervisors to increase efficiency and effectiveness while out in the field.

Weekly Activity	#
Clients walk-ins/drop-offs	82/76
Child Protective Service referrals	6
Placed "on notice" for foster care entry by JDRC	8
Children in foster care	55
Entered/exited foster care	0/2
Adoption subsidy cases/adoptions finalized	60/0
Child Protective Service (CPS) case management load	47
Benefit program fraud & overpayment referrals/investigations/recoupment claims	2/1/99
CPS family assessments & investigations of alleged maltreatment	109
Family Service intakes	1
Adult Protective Service referrals	2
Adult services case management load	10
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	19/2
Family Services Prevention case management load	10
Uniform Assessment Instrument screenings	3

Parks & Recreation

- Attended bi-weekly maintenance shop construction update meeting.
- Managed the Old Town Holiday Parade and tree lighting ceremony.
- Met with Frederick County Parks and Recreation.
- Hosted Cookies with Santa event for 61 children.
- Attended athletics meeting with Winchester Public Schools at Virginia Avenue Charlotte DeHart Elementary and Quarles Elementary.
- Attended Aquatics Resource Group Orientation.
- Began repairs at outdoor pool.
- Began installation of new sand filter for indoor pool.

Communications

- Distributed the December 4 *CitE-News* issue. [View](#)
- Handled 3 media requests for City information and staff interviews; 1 interview and 5 inquiries for WPD.
- Began creating the Mayor's Annual Report video.
- Filmed and posted video of WPD SRO Post's No-Shave November shave by Handley High School students.
- Finished edits to the Social Services Realistic Job Preview video for applicants.
- Posted Kari's Law information.
- Created the [Park's 27.5% discount promo](#) graphics.
- Compiled and completed the WPD's internal newsletter, *The Dispatch*.
- Edited the Employee Christmas Luncheon flyer for HR.
- Designed a recruitment flyer for Social Services.
- Continued promoting the [INSIGHT Citizen's Academy](#). This year's class begins January 8, 2020).
- Continued planning for the 2020 Census community outreach.
- Began drafting the 12/12/19 [Rouss Review](#) podcast script. Special guest: Winchester Department of Social Services to discuss child protective services, foster care and adoption services.
- Attended the weekly refuse/recycling improvement committee meeting.
- Attended conference call with new agenda management system vendor to discuss public portal design.
- Ordered 2020 informational calendars to be distributed to all 22601 residences in mid-December.

311 Requests Received	#
FOIA	9
New Recycling Bin	3
Missed Trash/Recycling Collection	1
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	1
Tall Grass	-
Water/Sewer Service	-
Citibot	1
Total/YTD	16/529

Date	City Press Releases
12/2	Winchester Police remind area businesses Kari's Law deadline is fast approaching - read
	Man arrested after crashing into Winchester police officers - read
12/4	City now accepting grant applications for downtown public art projects - read
Date	Regional articles
11/25	McLean developer ready to give away the store to boost N. Va. project - read
Date	Segments on WDM
12/2	Students, officers at Handley High School remember Winchester Police Officer... watch

Date	Articles in <i>The Winchester Star</i>
11/29	Firefighters pack City Hall to back chief
	Parks board recommends SU's plan for ballfields
	Your Views: The fire chief
	Photo: Jim. Barnett Park indoor pool
11/30	Our Views: The value of CTE
	Winchester's 275th Anniversary: First Winchester
	Snapshot: Ready to roll (Public Works painting "sharrows")
	City Council reluctant to close Boscawen Street
	Your views: Too late for retention?
	Photo: Jim. Barnett Park indoor pool
12/2	23 indicted by Winchester grand jury
	Winchester School Board reviews Capital Improvement Plan draft
12/4	Developer offering free space at old ZeroPak site
	Santa, holiday magic make for festive night
	Our View: Sun dancing: In praise of daytime Christmas parades
	Legislators hear about issues WPS students are encountering
12/5	Winchester Baseball requests permission to open clubhouse
	Grace period ending for unauthorized short-term rentals
12/6	Judgment announced regarding unauthorized property improvements

Support Services

Innovation & Information Services

- Prepared for new security awareness campaign.
- Held kick-off meeting with consultant to migrate Utilities server to City VM server.
- Resolved AVFusion client connection issues to video server.
- Resolved Timbrook Public Safety Center's DVR network connection issue.
- Began testing possible solution for time distribution for account changes.
- Held discussion with vendor regarding potential move to hosted i5.
- Continued developing new Tax Parcel Mapping Application.
- Continued testing and publishing services to be used in Emergency Management's EOC Dashboard.
- Uploaded necessary datasets for ESCI Dropbox for the study and analysis of Winchester Fire and Rescue.
- Published custom print service that will allow user to print a GIS map of a certain area as well as parcel information based on their selection. Continuing to develop this template with additional CAMRA fields.
- Configured internal GIS Portal to enable all user the ability to create "Story Maps".

Help Desk Requests	Count	Closed
Account Management	5	5
Applications	11	16
GIS	1	0
Hardware	9	13
Information Only	0	0
Infrastructure	1	0
No Action Required	3	3
Not Assigned	9	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	39	37